

# ELECTION CONSOLIDATION MANUAL

2008 - 2009  
Edition

COMPILED UNDER THE AUTHORITY OF  
BEN YSURSA  
SECRETARY OF STATE  
STATE OF IDAHO

Dear Election Official:

It is my pleasure to provide the 2008 - 2009 Election Consolidation Manual. This manual has been prepared by the Elections Division for use by the election official of the various taxing districts covered by the election consolidation law.

The purpose of the law and this manual is to provide uniformity in administration of elections for the taxing districts in the State of Idaho. I am confident that with a diligent and cooperative effort we will achieve this important goal.

I invite and appreciate your suggestions for improving this manual.

Sincerely,  
BEN YSURSA  
Secretary of State



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This manual covers a two year period. Pages with dates have been colored coded for your convenience. Pages applicable to 2008 are yellow. Pages applicable to 2009 are green.

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## STATUTORY REQUIREMENTS

### **34-106. Limitation upon elections.**

On and after January 1, 1994, notwithstanding any other provisions of the law to the contrary, there shall be no more than four (4) elections conducted in any county in any calendar year, except as provided in this section, and except that elections to fill vacancies in the United States house of representatives shall be held as provided in the governor's proclamation.

- (1) The dates on which elections may be conducted are:
  - (a) the first Tuesday in February of each year; and
  - (b) the fourth Tuesday in May of each year; and
  - (c) the first Tuesday in August of each year; and
  - (d) the Tuesday following the first Monday in November of each year.
- (e) In addition to the elections specified in paragraphs (a) through (d) of this subsection, an emergency election may be called upon motion of the governing board of a political subdivision. An emergency exists when there is a great public calamity, such as an extraordinary fire, flood, storm, epidemic, or other disaster, or if it is necessary to do emergency work to prepare for a national or local defense, or it is necessary to do emergency work to safeguard life, health or property. Such a special election, if conducted by the county clerk, shall be conducted at the expense of the political subdivision submitting the question.
- (2) Candidates for office elected in February, May or August shall take office on the date specified in the certificate of election but not more than sixty (60) days following the election.
- (3) Candidates for office elected in November shall take office as provided in the constitution, or on January 1, next succeeding the November election.
- (4) The governing board of each political subdivision subject to the provisions of this section, which, prior to January 1, 1994, conducted an election for members of that governing board on a date other than a date permitted in subsection (1) of this section, shall establish as the election date for that political subdivision the date authorized in subsection (1) of this section which falls nearest the date on which elections were previously conducted, unless another date is established by law.
- (5) The secretary of state is authorized to provide such assistance as necessary, and to prescribe any needed rules, regulations or interpretations for the conduct of election authorized under the provisions of this section.
- (6) School districts governed by title 33, Idaho Code, but not including community colleges governed by chapter 21, title 33, Idaho Code and water districts governed by chapter 6, title 42, Idaho Code, are exempt from the provisions of this section.
- (7) Initiative, referendum, and recall elections conducted by any political subdivision shall be held on the nearest date authorized in subsection (1) of this section which falls more than forty-five (45) days after the clerk of the political subdivision orders that such initiative, referendum or recall election shall be held.

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**This section is the cornerstone of election consolidation, since the (4) authorized dates are set out in Section 1.**

**All elections, including bond, levy, formation, initiative, referendum and recall elections, can only be conducted on one of the four authorized dates.**

- a. first Tuesday in February**
- b. fourth Tuesday in May**
- c. first Tuesday in August**
- d. Tuesday following the first Monday in November**

**Subsection (1)(e) does allow an emergency election to be conducted on a date other than an authorized date.**

**Subsection (4) is noteworthy since it sets out the schedule for political subdivision candidate elections to be conducted on the nearest authorized date on which such elections were previously conducted. (*Appendix A, pg. 9*)**

**The consolidated date schedule does not apply to school districts and Title 42, Chapter 6, Water Districts.**

### **34-1401. Election administration.**

Notwithstanding any provision to the contrary, the election official of each political subdivision shall administer all elections on behalf of any political subdivision, subject to the provisions of this chapter, including all special district elections and elections of special questions submitted to the electors as provided in this chapter. School districts governed by title 33, Idaho Code, and water districts governed by chapter 6, title 42, Idaho Code, irrigation districts governed by title 43, Idaho Code, ground water districts governed by chapter 52, title 42, Idaho Code, and municipal elections governed by the provisions of chapter 4, title 50, Idaho Code, are exempt from the provisions of this chapter. All municipal elections shall be conducted pursuant to the provisions of chapter 4, title 50, Idaho Code, except that they shall be governed by the elections dates authorized in section 34-106, Idaho Code, the registration procedures prescribed in section 34-1402, Idaho Code, and the time the polls are open pursuant to section 34-1409, Idaho Code. For the purposes of achieving uniformity, the secretary of state shall, from time to time, provide directives and instructions to the various county clerks and political subdivision election officials. Unless a specific exception is provided in this chapter, the provisions of this chapter shall govern in all questions regarding the conduct of elections on behalf of all political subdivisions. In all matters not specifically covered by this chapter, other provisions of title 34, Idaho Code, governing elections shall prevail over any special provision which conflicts therewith.

A political subdivision may contract with the county clerk to conduct all or part of the elections for that political subdivision. In the event of such a contract, the county clerk shall perform all necessary duties of the election official of a political subdivision including, but not limited to, notice of the filing deadline, notice of the election, and preparation of the election calendar.

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**The Secretary of State is authorized to issue directives and instructions to the County Clerks and the various political subdivision election officials (usually the clerk or secretary of the taxing district). Appendix A contains approved procedures on how to conduct an election - Judges and Clerk's Procedural Manual.**

**This section also allows a political subdivision to contract with the county to conduct all or part of an election. Such contract should be a written document and specify the responsibilities of each entity.**

**School districts, irrigation districts, Title 42, Chapters 6 and 52 water districts and cities are exempt from the provisions of Title 34, Chapter 14. These entities will conduct elections under their own specific statutory provisions.**

### **34-1402. Registration**

All electors must register with the county clerk before being able to vote in any primary, general, special or any other election conducted in this state. The county clerk shall determine, for each registered elector, the elections for which he is eligible to vote by a determination of the applicable code areas. The register of electors shall be maintained by the clerk in a manner which will make this information readily available to the electors and to the election officials of the various political subdivisions. The determination of tax code area shall be made for all political subdivisions including those otherwise exempt from the provisions of this chapter.

The county clerk shall conform to the provisions of chapter 4, title 34, Idaho Code, in the administration of registration for all political subdivisions within the county. The county clerk shall appoint each city clerk for any city within the county and each election official designated by a political subdivision, as an at-large registrar as provided in section 34-406, Idaho Code, except that no compensation shall be paid by the county clerk for electors registered by these special registrars.

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**This section provides that all electors must be registered voters before being able to vote in any election. Very few elections shall be conducted which only require an elector's oath. The County Clerk, as the chief registration official of the county, shall appoint each City Clerk and an official of the political subdivision as an at large registrar.**

**Last day for elector to pre-register for an election shall be on the 25<sup>th</sup> day prior to the election. All electors are also entitled to register by mail under the provisions of Section 34-410, I.C.**

**By implication this section also requires the County Clerk to be able to provide each political subdivision with a poll book for each election.**

**Note: School district electors must also be registered under provisions of Title 34.**

**Ground Water, Irrigation and Recreational Water & Sewer districts do not require registration.**

**34-1403. Conduct of elections.**

All elections conducted in this state on behalf of each political subdivision within the county shall be conducted in a uniform manner with regard to the qualifications of electors and shall be conducted on the dates as provided by law. In the event that a statute governing a political subdivision provides for qualifications more restrictive than the qualifications for an elector in section 34-402, Idaho Code, the election official of the district shall provide an elector's oath to be executed at the time of the election certifying to the elector's qualifications for the specific election.

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**This section reaffirms the voter registration requirement and allows for an electors oath (*Appendix A, pg. 10*) to be given to an elector for a specific type of election (e.g. a certain political subdivision may have commissioners who are elected by the residents of a specific zone or sub district). In this instance the elector must be a registered voter and sign an oath attesting to the elector's residency in a specific zone or sub-district.**

**34-1404. Declaration of candidacy.**

Candidates for election in any political subdivision shall be nominated by nominating petitions, each of which shall bear the name of the nominee, the office for which the nomination is made, the term for which nomination is made, bear the signature of not less than five (5) electors of the candidate's specific zone or district of the political subdivision, and be filed with the election official of the political subdivision. The form of the nominating petition shall be as provided by the county clerk and shall be uniform for all political subdivisions. For an election to be held on the fourth Tuesday in May, in even-numbered years, the nomination petition shall be filed during the period specified in section 34-704, Idaho Code. The election official shall verify the qualifications of the nominees and shall, no more than seven (7) days after the close of filing, certify the nominees and any special questions placed by action of the governing board of the political subdivision. For an election to be held on the first Tuesday after the first Monday of November, in even-numbered years, the nomination shall be filed on or before September 1. The election official shall verify the qualifications of the nominees, and shall not later than seven (7) days after the close of filing, certify the nominees and any special questions placed by action of the governing board of the political subdivisions. For all other elections, the nomination shall be filed not later than 5:00 p.m. on the sixth Friday preceding the election for which the nomination is made. The election official shall verify the qualifications of the nominee, and shall not more than seven (7) days following the filing certify the nominees and any special questions, placed by action of the governing board of the political subdivisions, to be placed on the ballot of the political subdivision.

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**This section provides for the filing dates for the declaration of candidacy/nominating petitions. The prescribed forms are available at the County Clerk's Office.**

**Declaration of Candidacy/Nominating Petition (*Appendix A, pg. 11*)**

**Filing Dates (*Appendix A, pg. 15*)**

**Signatures should be verified to be those of qualified signers upon receipt of petition and not after the close of filing. If needed, the candidate then has the opportunity to perfect the petition.**

**34-1405. Notice of election filing deadline.**

(1) Not more than fourteen (14) nor less than seven (7) days preceding the candidate filing deadline for an election, the election official of each political subdivision shall cause to be published a notice of the forthcoming candidate filing deadline. The notice shall include not less than the name of the political subdivision, the place where filing for each office takes place, and a notice of the availability of declarations of candidacy. The notice shall be published in the official newspaper of the political subdivision.

(2) The secretary of state shall compile an election calendar annually which shall include not less than a listing of the political subdivisions which will be conducting candidate elections in the forthcoming year, the place where filing for each office takes place, and the procedure for a declaration of candidacy. Annually in December, the county clerk shall cause to be published the election calendar for the county for the following calendar year. It shall be the duty of the election official of each political subdivision to notify the county clerk, not later than the last day of November, of any election for that political subdivision to occur during the next calendar year. In the event of failure to so notify the county clerk, the election official of the political subdivision shall cause to be published notice of the omitted election as soon as he is aware of the omission. This publication shall be in addition to the publication required by paragraph (1) of this section. The election calendar for the county shall be published in at least two (2) newspapers published within the county, but if this is not possible, the calendar shall be published in one (1) newspaper which has general circulation within the county. Copies of the election calendar shall be available, without charge, from the office of the secretary of state or the county clerk.

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**Subsection (1) details the notice requirements for the candidate filing deadline, which require the election official of each political subdivision to publish such a notice in the official newspaper of the political subdivision. (*Appendix A, pg. 12*)**

**Subsection (2) requires the following:**

- (1) That the Secretary of State compile an annual election calendar, which shall include the political subdivisions conducting elections in the forthcoming year and procedures for filing the declaration of candidacy.**
- (2) That the County Clerk publish an annual election calendar in December which shall list the political subdivisions conducting elections in the next calendar year. (*Appendix A, pg. 18*)**
- (3) That the political subdivision election official notify the County Clerk no later than November 30 of the elections to be held in the forthcoming year. (*Appendix A, pg. 19*) This form should be used to provide information to the County Clerk. Failure to provide this information to the County Clerk shall require the election official of the political subdivision to publish a separate notice of election in addition to all other notices.**

**34-1406. Notice of election.**

The election official of each political subdivision shall give notice for any election by publishing such notice in the official newspaper of the political subdivision. The notice shall state the date of the election, the polling places, and the hours during which the polls shall be open for the purpose of voting. The first publication shall be made not less than twelve (12) days prior to the election, and the last publication of notice shall be made not less than five (5) days prior to the election.

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**This section details the notice of election requirements. (*Appendix A, pg. 13*)**

**34-1407. Write-in candidates.**

No write-in candidate for any nonpartisan elective office shall be counted unless a declaration of intent has been filed indicating that the person desires the office and is legally qualified to assume the duties of the office. The declaration of intent shall be filed with the election official not less than twenty-five (25) days before the date of the election.

If the statutes governing elections within a specific political subdivision provide that no election shall be held in the event that no more than one (1) candidate has filed for an office, that statute shall be interpreted in such a manner as to allow for filing a declaration of intent for a write-in candidate until twenty-five (25) days

preceding the election. However, if no candidate has filed within that time, no election shall be held for that political subdivision. The provisions of this section shall not apply to candidates in the primary or general election covered by the provisions of section 34-702A, Idaho Code.

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**This section clarifies that all political subdivisions covered by the provisions of Title 34, Chapter 14 must allow for a write-in candidate. (*Appendix A, pg. 14*)**

**In those political subdivisions which do not require an election if only (1) candidate filed (see Local Elections Calendar for listing of applicable districts), an election cannot be canceled until the end of the filing period for a write-in candidate.**

**34-1408. Absentee ballots.**

Any registered elector may vote at any election by absentee ballot as provided in chapter 10, title 34, Idaho Code. In the event of a written application to the county clerk for an absentee ballot, the application shall be deemed to be an application for all ballots to be voted in the election, and the county clerk shall notify the election official of each political subdivision conducting an election at that date, and the election official shall provide the ballot of the political subdivision to the elector.

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**This section requires that all political subdivisions must provide for absentee voting. Written application for an absentee ballot can be sent to the election official of the political subdivision or the County Clerk. If the County Clerk receives the application the clerk shall immediately notify the election official of the political subdivision who shall provide the ballot of the political subdivision to the elector. (*See Procedural Outline for Absentee Voting and Appendix C.*)**

**34-1409. Conduct of election on election day.**

At all elections conducted by any political subdivision, the polls shall be opened at 8:00 a.m. and remain open until all registered electors of that precinct have appeared and voted or until 8:00 p.m. of the same day, whichever comes first. However, the election official may, at his option, open the polls in his jurisdiction at 7:00 a.m.

All political subdivisions conducting elections on the same date shall, whenever practicable, use the same polling places.

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**This section mandates that all elections shall be conducted from 8:00 a.m. to 8:00 p.m. unless the election official chooses to open the polls at 7:00 a.m.**

**The intent of this section is to allow voters to go to one polling place and vote for the various candidates and issues of the political subdivisions conducting an election on that day. Whenever practicable the same polling places should be utilized.**

**34-1410. Canvassing of election results.**

Each political subdivision shall conduct the canvass of the election results, in the manner provided in chapter 12, title 34, Idaho Code. Each political subdivision shall issue the appropriate certificates of election.

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**The intent of this section is for the governing body of the respective political subdivisions to meet and canvass the vote and then issue the certificates of election. This meeting should be held within 7 days after an election.**

**If the County is conducting the election for a political subdivision the official canvass for the subdivisions must be held after the County Clerk has certified the official results to the election officer of the political subdivision.**

## ELECTION DAY REGISTRATION

Pursuant to Section 34-408A, I.C., a voter who has not registered prior to election day may do so at the polling place on election day. The County Clerk, chief registration official of their respective county, shall provide instruction to the clerk of the political subdivision on election day registration procedures.

### Registration Card To Be Completed At The Polls

#### Voter Registration Form

Last Name <i>(Please Print Clearly)</i>	First Name	Middle Name	Enter Idaho Driver's License # DL # <table style="display: inline-table; border: 1px solid black; width: 100px; height: 20px; vertical-align: middle;"></table>
<b>WARNING: ANY ELECTOR WHO SUPPLIES ANY INFORMATION KNOWING IT TO BE FALSE, IS GUILTY OF PERJURY. Perjury is punishable by imprisonment in the state prison for not less than 1 or more than 14 years. In addition the court may impose a fine of up to \$5,000.</b>			<b>If no Drivers License,</b> enter last 4 digits of <table style="display: inline-table; border: 1px solid black; width: 40px; height: 20px; vertical-align: middle;"></table> Social Security # <table style="display: inline-table; border: 1px solid black; width: 100px; height: 20px; vertical-align: middle;"></table> I have not been issued an Idaho DL# or S.S.# <table style="display: inline-table; border: 1px solid black; width: 30px; height: 20px; vertical-align: middle;"></table>
Are you a citizen of the United States of America? Yes <input type="checkbox"/> No <input type="checkbox"/> Will you be 18 years of age on or before election day? Yes <input type="checkbox"/> No <input type="checkbox"/>			If you checked 'no' in response to either of these questions, do not complete this form. Residence in Idaho Yrs. _____ Months _____ Male <input type="checkbox"/> Female <input type="checkbox"/>
Residence Address (Do Not Use P.O. Box or Business Address) (If no street address, describe location of residence: cross streets, section, township, range, etc.)			Date of Birth _____ month \ _____ day \ _____ year
Mailing address if different from above			Telephone Number (Optional) _____
Address where previously registered			<b>FOR OFFICIAL USE ONLY</b> Precinct Data: _____ County _____ City _____ _____ Deputy Clerk _____ Date Received _____
<input type="checkbox"/> Check box if Previous Name name change			
DO YOU HAVE ANY LEGAL DISQUALIFICATIONS? YES <input type="checkbox"/> NO <input type="checkbox"/> <i>(Idaho felons rights are restored upon completion of full sentence)</i>			
<b>UNDER PENALTY OF LAW:</b> By signing this card, I certify that I am a citizen of the United States and that I shall have been a resident of Idaho and the county for 30 days before the next election at which I vote; that I am at least 18 years of age; and I declare under oath or affirmation that the information supplied herein is true.			Signature - Sign on line below. <div style="font-size: 2em; font-weight: bold; margin: 10px 0;">X</div> Date of Signature _____ month \ _____ day \ _____ year

ER-1 Registration Card, Rev. 2005

# **APPENDIX A**



<b>CANDIDATE ELECTIONS</b>			
<b>Taxing District</b>	<b>Governed By</b>	<b>Consolidated Date</b>	
Airport	Title 21, Chapter 8	May	even
Auditorium	Title 67, Chapter 49	board determines	odd/even
Cemetery	Title 27, Chapter 1	Nov	odd
City	Title 50, Chapter 4	Nov	odd
Fire Protection	Title 31, Chapter 14	Nov	odd/even
Ground Water	Title 42, Chapter 52 <b>(Exempt)</b>	when formed	odd/even
Highway	Title 40, Chapter 13	Aug	odd
Hospital	Title 39, Chapter 13	Feb	odd/even
Irrigation	Title 43, Chapter 2 <b>(Exempt)</b>	Nov	odd/even
Junior College	Title 33, Chapter 21	trustees determine	even
Library	Title 33, Chapter 27	May	odd/even
Port	Title 70, Chapter 12 (Lewiston Only)	Nov (Primary if more than 2 candidates have filed for the same commissioner dist.)	even
Water	Title 42, Chapter 6 <b>(Exempt)</b>	Nov	odd/even
Recreation	Title 31, Chapter 43	Nov	even
Soil Conservation	Title 22, Chapter 27	Nov	even
Water & Sewer	Title 42, Chapter 32	Feb	odd/even
Recreational W & S	Title 42, Chapter 32	Aug	odd/even
Weather Modification	Title 22, Chapter 43	Feb	odd/even
School	Title 33, Chapter 5 <b>(Exempt)</b>	May 3rd Tues.	odd/even

# ELECTORS OATH

\_\_\_\_\_ **DISTRICT**

I do solemnly swear (or affirm) that I am a citizen of the United States, eighteen (18) years old, and have resided in this state and in this county for thirty (30) days prior to the election, I am a registered voter; and I have been a resident within the boundaries of the \_\_\_\_\_ for thirty (30) or more days next preceding the election.  
sub-district/zone

Signed: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Judge of Election

## DECLARATION OF CANDIDACY

OF \_\_\_\_\_

(Please print name exactly as you wish it to appear on the ballot.)

FOR THE OFFICE OF \_\_\_\_\_

I, the undersigned, being a resident of \_\_\_\_\_ District, State of Idaho, do hereby declare myself to be a candidate for the office of \_\_\_\_\_, for a term of \_\_\_\_\_ years, to be voted for at the \_\_\_\_\_ Election to be held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, and that my residence address is \_\_\_\_\_.

I further certify that I possess the legal qualifications to hold said office.

Date: \_\_\_\_\_.

Signed: \_\_\_\_\_

(Candidate)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_.

(Notary Seal)

Signed: \_\_\_\_\_

Notary Public.

Residing At \_\_\_\_\_

## PETITION OF CANDIDACY

OF \_\_\_\_\_

(Please Print Name of Candidate)

FOR OFFICE OF \_\_\_\_\_

This petition must be filed in the office of the appropriate political sub-division filing officer on or before 5 p.m. \_\_\_\_\_ prior to the Election. The submitted petition must have affixed thereto the names of at least five (5) qualified electors which reside within the appropriate zone or district.

I, the undersigned, being a qualified elector of the \_\_\_\_\_ zone/district, in the State of Idaho, do hereby certify and declare that I reside at the place set opposite my name and that I join in the petition of \_\_\_\_\_, a candidate for the office of \_\_\_\_\_ to be voted for at the election to be held on the \_\_\_\_\_ day of \_\_\_\_\_.

	<i>Signature of Petitioner</i>	<i>Printed Name</i>	<i>Residence Address</i>	<i>Date Signed</i>
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____
8	_____	_____	_____	_____
9	_____	_____	_____	_____
10	_____	_____	_____	_____

STATE OF IDAHO

ss.

County of \_\_\_\_\_

I, \_\_\_\_\_, being first duly sworn, say: That I am a resident of the State of Idaho and at least 18 years of age; that every person who signed this sheet of the foregoing petition signed his or her name thereto in my presence; I believe that each has stated his or her name, post-office address and residence correctly, that each signer is a qualified elector of the State of Idaho, and the county of \_\_\_\_\_.

Signed \_\_\_\_\_

Post Office Address \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_.

Signed \_\_\_\_\_

# NOTICE OF FILING DEADLINE

**NOTICE IS HEREBY GIVEN:** That declarations of candidacy for the office  
of \_\_\_\_\_ of the \_\_\_\_\_  
(name of office) (name of district)  
must be filed with district clerk/secretary whose address is \_\_\_\_\_  
\_\_\_\_\_ no later than 5:00 p.m. on the \_\_\_\_\_  
day of \_\_\_\_\_, \_\_\_\_\_.

Such declarations are available at the district office at  
\_\_\_\_\_  
or at the office of the County Clerk.

Individuals who run as write-in candidates must file a declaration of intent no later  
than 5:00 p.m. on the 25th day prior to the election.

\_\_\_\_\_  
**Clerk/Secretary of Taxing District**

# NOTICE OF

---

# DISTRICT ELECTION

NOTICE IS HEREBY GIVEN: That the \_\_\_\_\_ District  
will be conducting an Election for the following purpose:

\_\_\_\_\_  
(candidate, bond issue, etc.)

to be held on Tuesday, the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, on which  
day Polls will be open from 8:00 a.m. to 8:00 p.m. at the following designated Polling  
Places:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_  
Election Official

# DECLARATION OF INTENT FOR

\_\_\_\_\_  
(Please Print Name)

## WRITE-IN CANDIDATE

To be filed not less than twenty-five (25) days  
before the date of the election with election official.

I, the undersigned, do hereby declare my intent to be a write-in candidate for the office of \_\_\_\_\_  
\_\_\_\_\_, to be voted on at the \_\_\_\_\_  
Election to be held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, and that my residence  
address is \_\_\_\_\_.

I further certify that I possess the legal qualifications to hold said office.

Dated: \_\_\_\_\_, \_\_\_\_\_

Signed: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signed: \_\_\_\_\_

(Notary Seal)

Notary Public in and for the State of Idaho

residing at \_\_\_\_\_

My Commission expires \_\_\_\_\_

## 2008 LOCAL ELECTION CALENDAR

**POLITICAL SUBDIVISION ELECTION OFFICIAL: Not later than the last day of November 2007 notify the County Clerk of any election for your political subdivision to occur in calendar year 2008.**

<b>ELECTION HELD:</b>	<b><u>February 5</u></b>	<b><u>May 27</u></b>	<b><u>August 5</u></b>	<b><u>November 4</u></b>
Local Governing Bodies Publish Notice of Filing Dates	Dec. 14-21	March 7-14	June 13-20	Aug. 18-25
Last day District Candidates file Declaration/Petition with local Secretary or Clerk of Taxing District	Dec. 28	March 21	June 27	Sept. 1
Last Day to Pre-Register to vote with County Clerk	Jan. 11	May 2	July 11	Oct. 10
Candidate not placed on ballot but files as a declared write-in with the local County Clerk or Secretary of Taxing District	Jan. 11	May 2	July 11	Oct. 10
First Notice of Election Published	Jan. 24	May 15	July 24	Oct. 23
Second Notice of Election Published	Jan. 31	May 22	July 31	Oct. 30

**Following Districts have provisions which allow them not to conduct an election if only one candidate has filed for any position. Pursuant to Section 34-1407, Idaho Code, this determination can only be made after the deadline for the Declaration of Intent to be a write-in.**

**Aquifer Recharge  
Auditorium District  
Cemetery  
Fire  
Group Water Management  
Highway  
Hospital  
Levee**

**Library  
Port  
Recreation  
Regional Airport Board  
Soil Conservation  
Water & Sewer  
Watershed Improvement**

**2008  
ELECTION CALENDAR**

November 30, 2007	Last day for local election official to notify County Clerk of elections to be conducted in Calendar Year 2008. (Sec. 34-1405, I.C.)
December	County Clerk publishes the election calendar for 2008. (Sec. 34-1405, I.C.)
Dec. 14-21, 2007	Local political subdivision election official publishes the notice of candidate filing deadline for the February 5 election during this week. (Sec. 34-1405, I.C.)
December 28, 2007	Last day to file until 5:00 p.m. as a candidate for the February 5 election. (Sec. 34-1404, I.C.)
January 11, 2008	Last day to pre-register to vote with the County Clerk until 5:00 p.m. for the February 5 election. (Sec. 34-408, I.C.)
January 11, 2008	Last day for write-in candidate to file declaration of intent with the local election official. (Sec. 34-1407, I.C.)
January 24, 2008	First Notice of election is published for the February 5 election. (Sec. 34-1406, I.C.)
January 30, 2008	Last day for application for mail-in absentee ballot to be received by the election official not later than 5:00 p.m. (Sec. 34-1002, I.C.)
January 31, 2008	Second notice of election for the February 5 election is published. (Sec. 34-1406, I.C.)
February 4, 2008	Last day for in person absentee ballot applications until 5:00 p.m. (Sec. 34-1002, I.C.)
February 5, 2008	Election 8:00 a.m. to 8:00 p.m. (Sec. 34-106, I.C.)
February 12, 2008	Last day for the local governing board to meet and canvass the vote. (Sec. 34-1205, I.C.)
February 13, 2008	Local election official issues certificates of election. (Sec. 34-1410, I.C.)
March 7-14, 2008	Local political subdivision election official publishes the notice of candidate filing deadline for the May 27 election during this week. (Sec. 34-1405, I.C.)
March 10, 2008	First day to file as a candidate for the May 27 election. (Sec. 34-1404, I.C.)
March 21, 2008	Last day to file until 5:00 p.m. as a candidate for the May 27 election. (Sec. 34-1404, I.C.)
May 2, 2008	Last day to pre-register to vote with County Clerk until 5:00 p.m. for the May 27 election. (Sec. 34-408, I.C.)
May 2, 2008	Last day for a write-in candidate to file declaration of intent with local election official. (Sec. 34-1407, I.C.)
May 15, 2008	First Notice of election is published for the May 27 election. (Sec. 34-1406, I.C.)
May 21, 2008	Last day for application for mail-in absentee ballot to be received by the election official not later than 5:00 p.m. (Sec. 34-1002, Idaho Code)
May 22, 2008	Second notice of election for the May 27 election is published. (Sec. 34-1406, I.C.)
May 26, 2008	Last day for in person absentee ballot applications until 5:00 p.m. (Sec. 34-1002, I.C.)

May 27, 2008	Election 8:00 a.m. to 8:00 p.m. (Sec. 34-106, I.C.)
June 3, 2008	Last day for the local governing board to meet and canvass the vote. (Sec. 34-1205, I.C.)
June 4, 2008	Local election official issues certificates of election. (Sec. 34-1410, I.C.)
June 13-20, 2008	Local political subdivision election official publishes the notice of candidate filing deadline for the August 5 election during this week. (Sec. 34-1405, I.C.)
June 27, 2008	Last day to file until 5:00 p.m. as a candidate for the August 5 election. (Sec. 34-1404, I.C.)
July 11, 2008	Last day to pre-register to vote with the County Clerk until 5:00 p.m. for the August 5 election. (Sec. 34-408, I.C.)
July 11, 2008	Last day for write-in candidate to file declaration of intent with the local election official. (Sec. 34-1407, I.C.)
July 24, 2008	First Notice of election is published for the August 5 election. (Sec. 34-1406, I.C.)
July 30, 2008	Last day for application for mail-in absentee ballot to be received by the election official not later than 5:00 p.m. (Sec. 34-1002, Idaho Code)
July 31, 2008	Second notice of election for the August 5 election is published. (Sec. 34-1406, I.C.)
August 4, 2008	Last day for in person absentee ballot applications until 5:00 p.m. (Sec. 34-1002, I.C.)
August 5, 2008	Election 8:00 a.m. to 8:00 p.m. (Sec. 34-106, I.C.)
August 12, 2008	Last day for the local governing board to meet and canvass the vote. (34-1205, I.C.)
August 13, 2008	Local election official issues certificates of election. (34-1410, I.C.)
August 18-25, 2008	Local political subdivision election official publishes notice of candidate filing deadline for the November 4 election during this week. (Sec. 34-1405, I.C.)
September 1, 2008	Last day to file until 5:00 p.m. as a candidate for the November 4 election. (Sec. 34-1404, I.C.)
October 10, 2008	Last day to pre-register to vote with the County Clerk until 5:00 p.m. for the November 4 election. (Sec. 34-408, I.C.)
October 10, 2008	Last day for a write-in candidate to file declaration of intent with local election official. (Sec. 34-1407, I.C.)
October 23, 2008	First Notice of election is published for the November 4 election. (Sec. 34-1406, I.C.)
October 29, 2008	Last day for application for mail-in absentee ballot to be received by the election official not later than 5:00 p.m. (Sec. 34-1002, Idaho Code)
October 30, 2008	Second notice of election for the November 4 election is published. (Sec. 34-1406, I.C.)
November 3, 2008	Last day for in person absentee ballot applications until 5:00 p.m. (Sec. 34-1002, I.C.)
November 4, 2008	Election 8:00 a.m. to 8:00 p.m. (Sec. 34-106, I.C.)
November 14, 2008	Last day for the local governing board to meet and canvass the vote. (Sec. 34-1205, I.C.)
November 17, 2008	Local election official issues certificates of election. (Sec. 34-1410, I.C.)

## ELECTION CALENDAR for 2008

NOTICE IS HEREBY GIVEN: That the following taxing districts will be conducting candidate elections in \_\_\_\_\_ County during calendar year 2008:

NAME AND ADDRESS OF TAXING DISTRICT	ELECTION DATE	DECLARATION OF CANDIDACY FILING DEADLINE
XYZ Hospital District 801 N. 1st Street Flatbed, Idaho 83339	February 5	5:00 pm Dec. 28, 2007
Water & Sewer District 10 Mesa Street Dusty, Idaho 83338	February 5	5:00 pm Dec. 28, 2007
Carriage Library District 333 Riverbend Street Carriage, Idaho 83337	May 27	5:00 pm March 21, 2008
Recreational Water & Sewer Dist. 892 Jefferson Street Whitney, Idaho 83336	August 5	5:00 pm June 27, 2008
Fire District 501 N. 6th Lewiston, Idaho 83501	November 4	5:00 pm Sept. 1, 2008
Soil Conservation 22110 N. Bear Avenue Bridgeport, Idaho 83335	November 4	5:00 pm Sept. 1, 2008

Declarations of candidacy are available at the respective taxing district offices or at the County Clerk's Office.

Signed: \_\_\_\_\_  
County Clerk

***This is an example that the County Clerk may wish to follow. This calendar shall be published annually in December. (34-1405 I.C.)***

Date filed: \_\_\_\_\_

**LOCAL TAXING DISTRICT ELECTION INFORMATION**

(Due in County Clerk's office on or before November 30, 2007)

**NAME AND ADDRESS OF DISTRICT:**

\_\_\_\_\_  
Name of taxing district

\_\_\_\_\_  
Location of Office

\_\_\_\_\_  
Mailing Address

**NAME AND ADDRESS OF DISTRICT ELECTION OFFICIAL: (usually Secretary or Clerk)**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Phone

**PLACE WHERE DECLARATION OF CANDIDACIES ARE AVAILABLE & FILED:**

**DATE OF NEXT ELECTION:** \_\_\_\_\_, \_\_\_\_\_

**OFFICIALS UP FOR ELECTION AND FOR WHAT TERMS:**

_____ Position	_____ Year Term
_____ Position	_____ Year Term
_____ Position	_____ Year Term
_____ Position	_____ Year Term
_____ Position	_____ Year Term

**MODE OF ELECTION:** Zone or Subdistrict \_\_\_\_\_ District-wide \_\_\_\_\_

(Are officials elected from a zone or subdistrict only or are they voted on by all electors district-wide?)

**NO ELECTION OPTION:**

Is an election held if only one candidate files for a position? \_\_\_\_\_ YES \_\_\_\_\_ NO

I hereby certify that the above information is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title



## 2009 LOCAL ELECTION CALENDAR

**POLITICAL SUBDIVISION ELECTION OFFICIAL: Not later than the last day of November 2008 notify the County Clerk of any election for your political subdivision to occur in calendar year 2009.**

<b>ELECTION HELD:</b>	<b><u>February 3</u></b>	<b><u>May 26</u></b>	<b><u>August 4</u></b>	<b><u>November 3</u></b>
Local Governing Bodies Publish Notice of Filing Dates	Dec. 12-19	Apr 3-10	June 12-19	Sept. 11-18
Last day District Candidates file Declaration/Petition with local Secretary or Clerk of Taxing District	Dec. 26	April 17	June 26	Sept. 25
Last Day to Pre-Register to vote with County Clerk	Jan. 9	May 1	July 10	Oct. 9
Candidate not placed on ballot but files as a declared write-in with the local County Clerk or Secretary of Taxing District	Jan. 9	May 1	July 10	Oct. 9
First Notice of Election Published	Jan. 22	May 14	July 23	Oct. 22
Second Notice of Election Published	Jan. 29	May 21	July 30	Oct. 29

**Following Districts have provisions which allow them not to conduct an election if only one candidate has filed for any position. Pursuant to Section 34-1407, Idaho Code, this determination can only be made after the deadline for the Declaration of Intent to be a write-in.**

**Aquifer Recharge  
Auditorium District  
Cemetery  
Fire  
Group Water Management  
Highway  
Hospital  
Levee**

**Library  
Port  
Recreation  
Regional Airport Board  
Soil Conservation  
Water & Sewer  
Watershed Improvement**

**2009  
ELECTION CALENDAR**

November 30, 2008	Last day for the local election official to notify the County Clerk of elections to be conducted in Calendar Year 2009. (Sec. 34-1405, I.C.)
December	County Clerk publishes election calendar for 2009. (Sec. 34-1405, I.C.)
Dec. 12-19, 2008	Local political subdivision election official publishes the notice of the candidate filing deadline for the February 3 election during this week. (Sec. 34-1405, I.C.)
December 26, 2008	Last day to file until 5:00 p.m. as candidate for the February 3 election. (Sec. 34-1404, I.C.)
January 9, 2009	Last day to pre-register to vote with the County Clerk until 5:00 p.m. for the February 3 election. (Sec. 34-408, I.C.)
January 9, 2009	Last day for a write-in candidate to file declaration of intent with the local election official. (Sec. 34-1407, I.C.)
January 22, 2009	First Notice of election is published for the February 3 election. (Sec. 34-1406, I.C.)
January 28, 2009	Last day for application for mail-in absentee ballot to be received by the election official not later than 5:00 p.m. (Sec. 34-1002, Idaho Code)
January 29, 2009	Second notice of election for the February 3 election is published. (Sec. 34-1406, I.C.)
February 2, 2009	Last day for in person absentee ballot applications until 5:00 p.m. (Sec. 34-1002, I.C.)
February 3, 2009	Election 8:00 a.m. to 8:00 p.m. (Sec. 34-106, I.C.)
February 10, 2009	Last day for the local governing board to meet and canvass the vote. (Sec. 34-1205, I.C.)
February 11, 2009	Local election official issues certificates of election. (Sec. 34-1410, I.C.)
April 3-10, 2009	Local political subdivision election official publishes the notice of candidate filing deadline for the May 26 election during this week. (Sec. 34-1405, I.C.)
April 17, 2009	Last day to file until 5:00 p.m. as a candidate for the May 26 election. (Sec. 34-1404, I.C.)
May 1, 2009	Last day to pre-register to vote with the County Clerk until 5:00 p.m. for the May 26 election. (Sec. 34-408, I.C.)
May 1, 2009	Last day for a write-in candidate to file declaration of intent with the local election official. (Sec. 34-1407, I.C.)
May 14, 2009	First Notice of election is published for the May 26 election. (Sec. 34-1406, I.C.)
May 20, 2009	Last day for application for mail-in absentee ballot to be received by the election official not later than 5:00 p.m. (Sec. 34-1002, Idaho Code)
May 21, 2009	Second notice of election for the May 26 election is published. (Sec. 34-1406, I.C.)
May 25, 2009	Last day for in person absentee ballot applications until 5:00 p.m. (Sec. 34-1002, I.C.)
May 26, 2009	Election 8:00 a.m. to 8:00 p.m. (Sec. 34-106, I.C.)

June 2, 2009	Last day for the local governing board to meet and canvass the vote. (Sec. 34-1205, I.C.)
June 3, 2009	Local election official issues certificates of election. (Sec. 34-1410, I.C.)
June 12-19, 2009	Local political subdivision election official publishes notice of candidate filing deadline for August 4 election during this week. (Sec. 34-1405, I.C.)
June 26, 2009	Last day to file until 5:00 p.m. as a candidate for the August 4 election. (Sec. 34-1404, I.C.)
July 10, 2009	Last day to pre-register to vote with the County Clerk until 5:00 p.m. for the August 4 election. (Sec. 34-408, I.C.)
July 10, 2009	Last day for a write-in candidate to file the declaration of intent with the local election official. (Sec. 34-1407, I.C.)
July 23, 2009	First Notice of election is published for the August 4 election. (Sec. 34-1406, I.C.)
July 29, 2009	Last day for application for mail-in absentee ballot to be received by the election official not later than 5:00 p.m. (Sec. 34-1002, Idaho Code)
July 30, 2009	Second notice of election for the August 4 election is published. (Sec. 34-1406, I.C.)
August 3, 2009	Last day for in person absentee ballot applications until 5:00 p.m. (Sec. 34-1002, I.C.)
August 4, 2009	Election 8:00 a.m. to 8:00 p.m. (Sec. 34-106, I.C.)
August 14, 2009	Last day for the local governing board to meet and canvass the vote. (34-1205, I.C.)
August 17, 2009	Local election official issues certificates of election. (34-1410, I.C.)
Sept. 11-18, 2009	Local political subdivision election official publishes the notice of candidate filing deadline for the November 3 election during this week. (Sec. 34-1405, I.C.)
September 25, 2009	Last day to file until 5:00 p.m. as a candidate for the November 3 election. (Sec. 34-1404, I.C.)
October 9, 2009	Last day to pre-register to vote with the County Clerk until 5:00 p.m. for the November 3 election. (Sec. 34-408, I.C.)
October 9, 2009	Last day for a write-in candidate to file the declaration of intent with the local election official. (Sec. 34-1407, I.C.)
October 22, 2009	First Notice of election is published for the November 3 election. (Sec. 34-1406, I.C.)
October 28, 2009	Last day for application for mail-in absentee ballot to be received by the election official not later than 5:00 p.m. (Sec. 34-1002, Idaho Code)
October 29, 2009	Second notice of election for the November 3 election is published. (Sec. 34-1406, I.C.)
November 2, 2009	Last day for in person absentee ballot applications until 5:00 p.m. (Sec. 34-1002, I.C.)
November 3, 2009	Election 8:00 a.m. to 8:00 p.m. (Sec. 34-106, I.C.)
November 13, 2009	Last day for the local governing board to meet and canvass the vote. (Sec. 34-1205, I.C.)
November 16, 2009	Local election official issues certificates of election. (Sec. 34-1410, I.C.)

## ELECTION CALENDAR for 2009

NOTICE IS HEREBY GIVEN: That the following taxing districts will be conducting candidate elections in \_\_\_\_\_ County during calendar year 2009:

NAME AND ADDRESS OF TAXING DISTRICT	ELECTION DATE	DECLARATION OF CANDIDACY FILING DEADLINE
XYZ Hospital District 801 N. 1st Street Flatbed, Idaho 83339	February 3	5:00 pm Dec. 26, 2009
Water & Sewer District 10 Mesa Street Dusty, Idaho 83338	February 3	5:00 pm Dec. 26, 2009
Carriage Library District 333 Riverbend Street Carriage, Idaho 83337	May 26	5:00 pm April 17, 2009
Recreational Water & Sewer Dist. 892 Jefferson Street Whitney, Idaho 83336	August 4	5:00 pm June 26, 2009
Fire District 501 N. 6th Lewiston, Idaho 83501	November 3	5:00 pm Sept. 25, 2009
Cemetery District 22110 N. Bear Avenue Bridgeport, Idaho 83335	November 3	5:00 pm Sept. 25, 2009

Declarations of candidacy are available at the respective taxing district offices or at the County Clerk's office.

Signed: \_\_\_\_\_  
County Clerk

***This is an example that the County Clerk may wish to follow. This calendar shall be published annually in December. (34-1405 I.C.)***

**Date filed:**

## LOCAL TAXING DISTRICT ELECTION INFORMATION

(Due in County Clerk's office on or before November 30, 2008)

## NAME AND ADDRESS OF DISTRICT:

Name of taxing district

### Location of Office

Mailing Address

**NAME AND ADDRESS OF DISTRICT ELECTION OFFICIAL:** (usually Secretary or Clerk)

Name

Mailing Address

Phone

**PLACE WHERE DECLARATION OF CANDIDACIES ARE AVAILABLE & FILED:**

**DATE OF NEXT ELECTION:** \_\_\_\_\_,

## OFFICIALS UP FOR ELECTION AND FOR WHAT TERMS:

---

Position

Year Term

## Position

Year Term

---

Position

Year Term

## Position

Year Term

Position

Year Term

**MODE OF ELECTION:**      Zone or Subdistrict      District-wide

(Are officials elected from a zone or subdistrict only or are they voted on by all electors district-wide?)

**NO ELECTION OPTION:**

Is an election held if only one candidate files for a position?	YES	NO

I hereby certify that the above information is true and correct.

Signature

---

Title



**JUDGES AND CLERKS  
PROCEDURAL MANUAL**



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## **I. ELECTOR QUALIFICATIONS**

**A. Qualified Elector Defined:** “Qualified elector” means any person who is eighteen (18) years of age, is a United States citizen and who has resided in this state and in the county at least thirty (30) days next preceding the election at which he desires to vote, and who is registered as required by law.  
(Sec. 34-104, I.C.)

**B. Residence Defined:**

- (1) “Residence” for voting purposes, shall be the principal or primary home or place of abode of a person. Principal or primary home or place of abode is that home or place in which his habitation is fixed and to which a person, whenever he is absent, has the present intention of returning after a departure or absence therefrom, regardless of the duration of absence.
- (2) In determining what is a principal or primary place of abode of a person the following circumstances relating to such person may be taken into account: business pursuits, employment, income sources, residence for income or other tax pursuits, residence of parents, spouse, and children, if any, leaseholds, situs of personal and real property, situs of residence for which the exemption in section 63-105DD, Idaho Code, is filed, and motor vehicle registration.
- (3) A qualified elector who has left his home and gone into another state or territory or county of this state for a temporary purpose only shall not be considered to have lost his residence.
- (4) A qualified elector shall not be considered to have gained a residence in any county or city of this state into which he comes for temporary purposes only, without the intention of making it his home but with the intention of leaving it when he has accomplished the purpose that brought him there.
- (5) If a qualified elector moves to another state, or to any of the other territories, with the intention of making it his permanent home, he shall be considered to have lost his residence in this state.  
(Sec. 34-107, I.C.)

**C. Idaho Constitutional Disqualifications (Article VI, Section 3):** No person is permitted to vote, serve as a juror, or hold any civil office who has, at any place, been convicted of a felony, and who has not been restored to the rights of citizenship, or who, at the time of such election, is confined in prison on conviction of a criminal offense.

## **II. FREQUENTLY ASKED QUESTIONS ON ELECTION DAY**

### **1. What if an elector's name does not appear on the Election Record and Poll Book?**

First, determine if the elector is in the proper precinct-polling place. When their polling place has been established to be yours, every effort must be made through the County Clerk to substantiate registration credentials. If a clerical error is found and resulted in an omission in the Election Record and Poll Book, the qualified elector thus affected should be allowed to vote. Manually record the elector's name and address in the Election Record and Poll Book and have the elector sign their name therein. See Poll Book Sheet on page 29, Line 13, columns A & C. If the elector is found not to be registered, the elector may register at the polls on Election Day and should be directed to the registration table.

### **2. What if an elector's address is different than what appears in the Poll Book?**

No person shall knowingly sign his name in the Election Record and Poll Book if his residence address is not within that precinct at the time of signing. If the residence address of a person contained in the Election Record and Poll Book is incorrectly given due to an error in preparation of the Election Record and Poll Book, the clerk shall ascertain the correct address and make the necessary correction. (34-1106(4), I.C.) The elector shall then be given the appropriate ballot(s), which have been stamped with the official stamp. See Poll Book Sheet on page 29, Line 1, columns A & C. If the residence address is incorrect because the individual has moved, determine if the elector is in the proper precinct-polling place. If it is determined that their polling place is yours, the elector may register at the polls on Election Day and should be directed to the registration table.

### **3. What if an elector has moved within the county and has failed to reregister?**

With proof of residence accompanied with picture I.D., the elector may register at the polls on Election Day and should be directed to the registration table. When the elector returns with a registration card stamped "residence verified," the clerk in charge of the Election Record and Poll Book should enter the elector's name and address in the Election Record and Poll Book. Then make the notation "election day registration" following the elector's signature in the remarks column. (34-408A, I.C.) See Poll Book Sheet on page 29, Line 12, columns A & C.

### **4. What if an elector has moved into the county and did not register prior to the registration cutoff?**

With proof of residence accompanied with picture I.D., the elector may register at the polls on Election Day and should be directed to the registration table. When the elector returns with a registration card stamped "residence verified," the clerk in charge of the Election Record and Poll Book should enter the elector's name and address in the Election Record and Poll Book. Then make the notation "election day registration" following the elector's signature in the remarks column. (34-408A, I.C.) See Poll Book Sheet on page 29, Line 12, columns A & C.

### **5. What if an elector's name is different than what appears in the poll book?**

An individual who is registered and in all other respects qualified to vote, whose name has been changed, by either marriage or by court order, may provide proof of residence accompanied with a picture I.D. and register on Election Day at the polls. (34-408A, I.C.) See Poll Book Sheet on page 29, Line 5, columns A & C.

**6. When is the Oath of Challenged Person (Form EC-5) tendered?**

If an elector's name as it appears in the Election Record and Poll Book has been challenged and the elector appears to vote, one of the clerks must declare the qualifications of an elector to such person. If the person declares himself duly qualified and the challenge is not withdrawn, the clerk shall tender him the Oath of Challenged Person. **No challenged elector shall have the right to vote until he has subscribed to the Oath of Challenged Person.** (34-1111, I.C.) *See page 25 for "qualified elector" definition.*

**7. Does the challenged elector need to sign the poll book after having subscribed to the Oath of Challenged Person?**

Yes, the individual must sign the Election Record and Poll Book after their name. The clerk in charge of the Election Record and Poll Book should then enter the word "sworn" following such elector's name and signature in the remarks column of the Election Record and Poll Book. (34-1106(2), I.C.) See Poll Book Sheet on page 29, Line 4, column C.

**8. Who can challenge an entry in the Election Record and Poll Book?**

Besides the Election Board and the persons authorized by the political subdivision election official to serve as challengers, any registered elector may challenge the entry of an elector's name as it appears in the Election Record and Poll Book. Such a challenge will be noted in the remarks column following the elector's name stating the reason, such as "died," "moved," or "incorrect address." The individual (designated challenger, voter or poll worker) making the challenge shall sign his name following the entry. (34-431, I.C.) See Poll Book Sheet on page 29, Line 7, column C.

**9. What if an elector makes a mistake when he is voting and requests another ballot?**

The elector returns the spoiled ballot to the issuing clerk. No person shall take or remove any ballot from the polling place.

The returned ballot shall be marked on the back "spoiled ballot - another issued" and deposited in the Spoiled Ballot Envelope. Issue the elector another ballot and record the new sequence number in the proper column after his name. Make the notation in the remarks column "spoiled ballot - another issued." See Poll Book Sheet on page 29, Line 3, column C & sequence # column.

Instruct the elector to finish the voting process in the usual manner. (34-1109, I.C.)

**10. What if an elector because of physical disability cannot enter the polling place?**

Such elector may be handed a ballot outside the polling place by one of the election clerks and in his presence but in a secret manner, mark and return the ballot to the election officer who shall proceed as provided by law to record the ballot. State law dictates that the distance outside the polling place must be within forty (40) feet. However, the Secretary of State's Office suggests you use your own discretion in this matter. This does not mean the election worker absents himself to go to the elector's home to present a ballot on Election Day. Absentee voting is applicable to this type of situation. (34-1108, I.C.)

**11. What if an elector because of physical disability is unable to record his vote personally?**

Any elector who, because of blindness, physical disability or other handicap is unable to mark his ballot shall, upon request, receive assistance in marking the ballot from one of the election board clerks or some other person chosen by the elector. Such person shall ascertain the wishes of the elector and mark his ballot in accordance therewith. Then the person shall thereafter give no information regarding such marking. Whenever an elector receives assistance in this manner, a clerk shall make a notation thereof in the Election Record and Poll Book following the name of the elector. (34-2427(2), I.C.) See Poll Book Sheet on page 29, Line 3, column C.

**12. What if the election stamp is lost?**

The ballot issuing clerk shall initial each ballot and write “stamped” upon the ballot in the appropriate place. (34-901, I.C.)

**13. Can political signs be posted on or around the polling place?**

No person shall do any electioneering or circulate petitions on Election Day within any polling place, or any building in which an election is being held, or within one hundred (100) feet thereof. (18-2318, I.C.)

**14. What if an individual asks if another elector has voted?**

No judge or clerk shall communicate to anyone any information as to the name or number on the Election Record and Poll Book list of any elector who has not applied for a ballot, or who has not voted at the polling place. (34-1110, I.C.)

ELECTION RECORD AND POLL BOOK for COUNTY PRECINCT: 0001

Column A

Column B

Column C

Reported On: 6/23/2008 Requested For:

ELECTION DATE: 11/04/2008

Generated By: SA

LINE NO.	VOTER NAME and ADDRESS	SIGNATURE OF VOTER	SEQ NO	VOTED	VOTER ID	REMARKS
1	Adams, Aaron A. 785 123 Main Street Mill Street	<i>Aaron A. Adams</i>	18590	x		Corrected address
2	Abel, Dick 4852 Norman Street					Rita Hayward Moved
3	Anderson, Willard 460 Oak Street	<i>Willard Anderson</i>	18591 18592	x		assistance spoiled ballot
4	Alder, Tom 723 Front Street	<i>Tom Alder</i>	18593	x		Bob Smith moved - sworn
5	Alexander, Velma K. (Brown) 510 Locust Street					Name change see "Bs" election day registration
6	Avery, Allison 545 Raintree Drive	<i>Allison Avery</i>	18596	x		
7	Avery, Bill 545 Raintree Drive					Allison Avery moved
8	Award, Hannah 211 21st Street	<i>Hannah Award</i>	18597	x		
9	Award, Samantha 211 21st Street	<i>Samantha Award</i>	18598	x		mail registration - ID required verified
10	Ayre, Don 88 Birch Street	<b>Don Ayre</b>		x		absentee
11	Ayre, Lois 88 Birch Street	<i>Lois Ayre</i>		x		absentee
12	Anderson, William 412 Elm Street	<i>William Anderson</i>	18594	x		Election day registration
13						
14						

# ELECTION RECORD AND POLL BOOK

A list of the registered electors for the ELECTION to be held:	Date November 4, 2008	IDAHO	County-City-District	Legislative District No.	Precinct	Index
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<p><b>OATHS OF OFFICE FOR MEMBERS OF THE ELECTION BOARD</b> Before entering upon the discharge of their duties, the election board members shall take and subscribe an oath in the Election Record and Poll Book. Such oath shall be administered by any officer authorized to administer oaths or by the Chief Judge.</p> <p>1. We, the undersigned, being first sworn, severally say upon oath: I will perform the duties of Election Board member, according to law, and I will diligently endeavor to prevent the violation of any provision of law in conducting the election.</p> <table style="width: 100%;"> <tr><td style="width: 70%;"><i>Rick Lee</i></td><td style="width: 30%;"></td></tr> <tr><td><i>Sue Marvin</i></td><td></td></tr> <tr><td><i>Virginia Martin</i></td><td></td></tr> <tr><td><i>Greg Brown</i></td><td></td></tr> <tr><td> </td><td></td></tr> <tr><td> </td><td></td></tr> </table> <table style="width: 100%;"> <tr> <td style="width: 30%; text-align: center;">Constable</td> <td style="width: 70%;">Signature of witness to oath</td> </tr> <tr> <td>Subscribed and sworn to before me this day.</td> <td><i>Don Wilkinson</i></td> </tr> <tr> <td></td> <td><i>Chief Judge</i></td> </tr> <tr> <td></td> <td style="text-align: center;">Title</td> </tr> </table>	<i>Rick Lee</i>		<i>Sue Marvin</i>		<i>Virginia Martin</i>		<i>Greg Brown</i>						Constable	Signature of witness to oath	Subscribed and sworn to before me this day.	<i>Don Wilkinson</i>		<i>Chief Judge</i>		Title	<p>2. VOTING SUMMARY (complete 2 and 3 after polls have closed)</p> <table style="width: 100%;"> <tr> <td>a. Number of Electors signing record.....</td> <td style="text-align: right;">993</td> </tr> <tr> <td>b. Number of Absentee Ballots received.....</td> <td style="text-align: right;">40</td> </tr> <tr> <td>c. Total number of Ballots cast.....</td> <td style="text-align: right;">1033</td> </tr> </table> <p>3. OFFICIAL BALLOT ACCOUNTING</p> <table style="width: 100%;"> <tr> <td>a. Number of Ballots at polls (8:00 a.m.).....</td> <td style="text-align: right;">1200</td> </tr> <tr> <td>b. Number of Absentee Ballots received.....</td> <td style="text-align: right;">40</td> </tr> <tr> <td>    Total Ballots to account for (a+b).....</td> <td style="text-align: right;">1240</td> </tr> <tr> <td>c. Total number of Ballots cast (2c above).....</td> <td style="text-align: right;">1033</td> </tr> <tr> <td>d. Number of spoiled Ballots.....</td> <td style="text-align: right;">8</td> </tr> <tr> <td>e. Unused Ballots.....</td> <td style="text-align: right;">199</td> </tr> <tr> <td>f. Ballots accounted for (c+d+e).....</td> <td style="text-align: right;">1240</td> </tr> <tr> <td>    Uncast Ballots (d+e) subtract from f.....</td> <td style="text-align: right;">207</td> </tr> <tr> <td>g. Total number of Ballots in Voted Ballot Box .....</td> <td style="text-align: right;"> </td> </tr> <tr> <td colspan="2">(This number should agree with 2c)</td> </tr> </table>	a. Number of Electors signing record.....	993	b. Number of Absentee Ballots received.....	40	c. Total number of Ballots cast.....	1033	a. Number of Ballots at polls (8:00 a.m.).....	1200	b. Number of Absentee Ballots received.....	40	Total Ballots to account for (a+b).....	1240	c. Total number of Ballots cast (2c above).....	1033	d. Number of spoiled Ballots.....	8	e. Unused Ballots.....	199	f. Ballots accounted for (c+d+e).....	1240	Uncast Ballots (d+e) subtract from f.....	207	g. Total number of Ballots in Voted Ballot Box .....		(This number should agree with 2c)	
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<p>IF NO PERSON AUTHORIZED TO ADMINISTER OATHS IS PRESENT I, the undersigned, who swore in the other members of the Election Board, being first sworn, say upon oath; I will perform my duties on this Election Board according to law and that I will diligently endeavor to prevent the violation of any provision of the law in conducting the election.</p> <table style="width: 100%;"> <tr><td style="width: 70%;">Subscribed and sworn to before me this day.</td><td style="width: 30%;"></td></tr> <tr><td>Signature of witness to oath</td><td></td></tr> <tr><td></td><td style="text-align: center;">Title</td></tr> </table>	Subscribed and sworn to before me this day.		Signature of witness to oath			Title	<p>4. CERTIFICATION OF DISTRIBUTING BOARD</p> <p>We certify that the foregoing is an accurate summary of the actions of this Election Board:</p> <table style="width: 100%;"> <tr><td><i>Rick Lee</i></td><td></td></tr> <tr><td><i>Sue Marvin</i></td><td></td></tr> <tr><td><i>Virginia Martin</i></td><td></td></tr> <tr><td><i>Greg Brown</i></td><td></td></tr> <tr><td><i>Don Wilkinson</i></td><td></td></tr> </table>	<i>Rick Lee</i>		<i>Sue Marvin</i>		<i>Virginia Martin</i>		<i>Greg Brown</i>		<i>Don Wilkinson</i>	
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<i>Greg Brown</i>																	
<i>Don Wilkinson</i>																	

## V. ELECTION BOARD PROCEDURAL CHECK LIST

\_\_\_\_\_ Polling Place

### The Day Before Election

1. The election official will deliver election ballots and supplies to the Chief Judge of election on or before the opening of the polls for the election. Ballots, the official stamp and ink pad will be delivered in sealed packages. (34-910, I.C.)
2. Upon receipt of ballots and supplies, the Chief Judge will return a written receipt (*Appendix B, pg. 45*) for such supplies to the election official. (34-910, I.C.)

### On Election Day Before Polls Open

1. Report to the polling place no later than 7:30 a.m. unless specified otherwise by the election official.
2.
  - a. In the presence of bystanders, the Chief Judge and clerks of election shall break the sealed packages of election supplies. (34-1103, I.C.)
  - b. Carefully check election supplies. Contact your election official immediately if a shortage exists.
  - c. Record the number of ballots received on the outside cover of the Election Record and Poll Book. The ballots will be numbered consecutively. Use the ballots in numerical order.
  - d. Arrange the polling place with ballot boxes and booths in view of those present. Note: The physical arrangements of the polling place shall be sufficient to guarantee all voters the right to cast a secret ballot.
  - e. Post sample ballots and cards of instruction in or about the polling place. (*Appendix B, pg. 46*)
  - f. Assignment of Duties — It is suggested that specific duties be assigned within the following framework:
    - (1) 1 clerk to be in charge of the Election Record and Poll Book. When the poll book is divided into alphabetical divisions, a clerk should be assigned to each division.
    - (2) 1 clerk in charge of stamping and issuing ballots.
    - (3) 1 clerk in charge of the additional copy of the Election Record and Poll Book (if in use), to receive and deposit ballots.
    - (4) 1 clerk in charge of Election Day Registration.

The foregoing duties may be combined to correspond with personnel available. The Chief Judge shall be responsible for the conduct of the proceedings in the polling place. (34-303, I.C.)

- g. Before entering upon their duties, election board officials must take and subscribe an oath on the cover of the Election Record and Poll Book. (34-111(4), I.C.)

### Polls Open — Voting from 8:00 A.M. to 8:00 P.M. Unless Otherwise Specified by Election Official.

1. At 8:00 a.m. the polls open. The Chief Judge shall make a public proclamation of the same. (34-1101, I.C.)
2. When the first elector of the day arrives to vote, open the Ballot Box and show that it is empty to the elector and any bystanders. The Ballot Box shall not be opened until the polls close unless the precinct is using a duplicate set of ballot boxes. The Ballot Box shall not be removed from the polling place until all ballots are counted. (34-1103, I.C.)

## **Conduct of Election**

1. Each voter must state his name and address to the clerk in charge of the Election Record and Poll Book. Then he must sign his name following his name therein before receiving a ballot. (34-1106, I.C.)

Note to Clerk: Record the sequence number in the Election Record and Poll Book. (*Appendix B, pg. 47*)

2. The clerk in charge of stamping and issuing ballots shall issue the stamped official ballot to the elector and such elector shall be given folding instructions for such paper ballot. (34-1106, I.C.)
3. The operation of voting shall be secret. — The elector must retire to a vacant voting booth and mark his ballot according to the instructions which appear thereon. Before leaving the voting compartment the elector shall fold his ballot so that the official stamp is visible and the face of the ballot is completely enclosed.
4. The elector must then present himself to the judge of the ballot box and state his name and residence.
  - a. The elector shall then deposit his ballot(s) in the proper ballot box or hand his ballot to the election judge, who shall deposit it.
  - b. The judge shall then record in the Election Record and Poll Book that the elector has voted and proclaim the same in an audible voice. (34-1107, I.C.)

## **Processing Absentee Ballots**

1. Open the absentee ballot carrier envelope, announce the elector's name appearing on the return envelope. (*Appendix B, pg. 48*)
2. If the elector is a duly registered elector of the taxing district and has not heretofore voted at the election, the clerk shall open the return envelope and remove the voted ballot envelope.
3. Deposit the voted ballot envelope in the ballot box and cause the absent elector's name to be entered on the Election Record and Poll Book the same as though he had been present and voted in person. The clerk should write absentee in the remarks column (34-1008, I.C.) See Poll Book Sheet on page 29, Line 10, columns B & C.
4. Enter the number of absentee ballots received on the front of the Election Record and Poll Book.
5. When the polls are closed the voted ballot envelopes will be opened and the ballot within the envelope will be removed.

## **Closing the Polls**

Thirty (30) minutes prior to the closing of the polls, one of the clerks shall make a proclamation of the same. (34-1101(2), I.C.)

All electors who are waiting in line at 8:00 p.m. shall be allowed to vote notwithstanding the pronouncement that the polls are closed. (34-1101(2), I.C.)

**After the Polls Close**

1. Count the number of electors' signatures in the Poll Book.
2. Compare the Election Record and Poll Books and correct any mistake that may be found therein, until they are found to agree.
3. Unlock the voted ballot box, count and unfold ballots. Enter the number of ballots on the cover of the Election Record and Poll Book.
4. Count the number of ballot stubs. Enter the number of unused ballots on the cover of the Election Record and Poll Book.
5. The number of ballots in the voted ballot box and the number of spoiled ballots must agree with the number of stubs.
6. If the number of ballots issued does not agree with the number of stubs, the election clerks have the authority to make any decision to correct the situation, but this shall not be construed to allow judges to void all ballots cast at the polling place. (34-1202, I.C.)

## **Guidelines For Counting Paper Ballots**

Section 34-1203, Idaho Code, sets the statutory standards for counting ballots i.e., “Any ballot or part of a ballot from which it is impossible to determine the elector’s choice, shall be void and shall not be counted. When a ballot is sufficiently plain to determine therefrom a part of the voter’s intention, it shall be the duty of the clerks to count such part.” Therefore a ballot shall not be rejected for a technical error that does not make it impossible to determine the voter’s intent. In determining the intent the following principles apply:

1. From face of ballot only. Intent shall be ascertained only from the face of the ballot.
2. Votes for too many candidates. If a voter places a mark or writes-in the names of more candidates for an office than are to be elected or nominated, the ballot is defective with respect only to that office. No vote shall be counted for any candidate for that office.
3. Name written in. If a voter has written in the name of a declared write-in candidate, a vote shall be counted for that individual whether or not the voter makes a mark (X) in the square opposite the blank. Remember only the write-ins for an individual who has filed a Declaration of Intent are to be checked for validity. A listing of such individuals will be provided by the Election Official. Write-ins in the wrong office shall not be counted.
4. Mark out of place. If a mark (X) is made out of its proper place, but so near a name or space as to indicate the voter’s intent, the vote shall be counted.
5. Different marks. Any mark evidencing the intent of the voter shall be counted.
6. Attempted erasures or cross outs. If the names of two candidates have been marked, and an attempt has been made to erase or obliterate one of the marks, a vote shall be counted for the remaining marked candidate. If an attempt has been made to obliterate a write-in name, a vote shall be counted for the remaining name or marked candidate.
7. Misspellings or abbreviations of the names of write-in candidates shall be disregarded if the individual for whom the vote was intended can not be ascertained from the ballot.

## **Tallying Procedure**

Suggested assignments — counting board duties:

- a. 1 clerk to read the voted ballots.
  - b. 1 clerk to watch that the ballots are read correctly.
  - c. 2 clerks to record tally.
1. Divide voted ballots into separate stacks (if more than one ballot). Each stack thus separated will be read and tallied separately.

2. Reading clerk reads from the voted ballot the candidate's name or reads yes/no after which the elector has placed a cross (X) or other mark sufficient to show the elector's intent. If a person votes by writing the name of a declared write-in candidate on the ballot, such act shall constitute a vote for the person's name which appears, without the necessity of placing a mark after the name written on the ballot. (34-1203, I.C.)
3. After calling each ballot, the reading clerk should lay it face down to distinguish it from uncounted ballots.
4. The two tally clerks will tally the vote, each using a tally book. Thus each vote is tallied by two members of the counting board in each of the two separate tally books.
5. As the candidate's name is called by the reading clerk, each clerk will place a short perpendicular line opposite the name of the candidate voted for. Every fifth vote for the same candidate shall be recorded by a horizontal line through the first four perpendicular lines. One of the clerks should clearly announce the fifth tally as the tallying progresses. The same procedure shall be used in the tally of votes for a yes/no ballot. (*Appendix B, pg. 49*)
6. The tally continues as long as the two tally clerks agree on the totals.
7. If there is any discrepancy, the cause must be identified and corrected before continuing with the tally.

#### **After the Ballots Are Tallied**

1. Transcribe the total votes cast for each candidate/issue in the official return section of each tally book. The number of votes must be spelled out. (*Appendix B, pg. 50*)
2. Each election official must sign the certificate in the back of each tally book. (*Appendix B, pg. 51*)
3. Post a correct copy of the election results (it is suggested that a sample ballot be used for posting results.).
4. Transmit a copy of such results to the Election Official as early as possible.

#### **Return of Election Supplies**

1. Election clerks must enclose, seal and return election records and supplies to the Election Official's office. If the official's office is closed the articles shall be delivered to the sheriff or one of his deputies. (34-1204, I.C.)

2. Supplies to be returned as follows:

- a. Envelope for returning Election Record Poll Books and one (1) set of tally books, where two sets of books are used.
- b. Envelope for returning absentee ballot envelopes, oaths of challenged persons, receipt for ballots and supplies, election laws and election stamp.
- c. Ballot Box — **Lock inside**, voted ballots, envelope with one (1) set of tally books, Election Record and Poll Book and Electors Oaths (where applicable).
- d. Supply Box - **Lock inside**, stubs, unused ballot books, spoiled ballots, rejected absentees.

# **PROCEDURAL MANUAL**

## **ELECTION DAY REGISTRATION**

At this election, election clerks will perform the critical activity of registering voters at the polls. *If a voter has not registered prior to election day, he or she may do so at the polling place on election day.*

## Registration Card To Be Completed At The Polls

### Voter Registration Form

Last Name (Please Print Clearly)		First Name	Middle Name	Enter Idaho Driver's License # DL # <input type="text"/>
<b>WARNING: ANY ELECTOR WHO SUPPLIES ANY INFORMATION KNOWING IT TO BE FALSE, IS GUILTY OF PERJURY. Perjury is punishable by imprisonment in the state prison for not less than 1 or more than 14 years. In addition the court may impose a fine of up to \$5,000.</b>				<b>If no Drivers License,</b> enter last 4 digits of Social Security # <input type="text"/> I have not been issued an Idaho DL# or S.S.# <input type="text"/>
Are you a citizen of the United States of America? Yes <input type="checkbox"/> No <input type="checkbox"/> Will you be 18 years of age on or before election day? Yes <input type="checkbox"/> No <input type="checkbox"/>		If you checked 'no' in response to either of these questions, do not complete this form.		Residence in Idaho Yrs. <input type="text"/> Months <input type="text"/> Male <input type="checkbox"/> Female <input type="checkbox"/>
Residence Address (Do Not Use P.O. Box or Business Address) (If no street address, describe location of residence: cross streets, section, township, range, etc.)				Date of Birth ____ \ ____ \ ____ month day year
Mailing address if different from above		City	County	Zip
Address where previously registered		City	State	Zip
<input type="checkbox"/> Check box if name change Previous Name		City	County	State
				<b>FOR OFFICIAL USE ONLY</b> Precinct Data: _____ County _____ City _____ Deputy Clerk _____ Date Received _____
DO YOU HAVE ANY LEGAL DISQUALIFICATIONS? YES <input type="checkbox"/> NO <input type="checkbox"/> (Idaho felons rights are restored upon completion of full sentence)				
<b>UNDER PENALTY OF LAW:</b> By signing this card, I certify that I am a citizen of the United States and that I shall have been a resident of Idaho and the county for 30 days before the next election at which I vote; that I am at least 18 years of age; and I declare under oath or affirmation that the information supplied herein is true.			Signature - Sign on line below. X Date of Signature ____ \ ____ \ ____ month day year	

## REGISTRATION BOARD PROCEDURES

### IS THE ELECTOR IN THE PROPER PRECINCT?

Though it may seem obvious, the first step in registering people is to *make sure that they are at the proper polling place (if applicable)*. A person can vote only in the precinct where she or he resides in a primary or general election.

Materials will be provided by the Clerk's office to help you identify the precinct boundaries.

## COMPLETING THE VOTER REGISTRATION CARD.

***Have all registrants carefully read the instructions on the voter registration card before completing the card.*** The registrant must enter their driver's license number. When an Idaho driver's license is not available they may enter the last 4 digits of social security #. A registrant not having been issued an Idaho driver's license or social security # shall check the appropriate box on the registration card. They may complete the card by themselves, or a clerk may assist. It may save time if you hand cards to persons waiting in line to register. ***All information must be printed in ink. Be sure the voter completes and signs the card!*** A person unable to write his or her name may make an X, in which case the registration clerk also Prints the Name.

**By signing the voter registration card, a registrant is affirming that he or she:**

- is at least 18 years old on election day;
- is a citizen of the United States;
- resides at the address shown;
- has resided in Idaho and in the County for 30 days preceding the election;
- is not under any legal disqualification to vote.

## GIVING FALSE INFORMATION:

**The registrant should be aware that anyone giving false information to become registered to vote is guilty of perjury. Perjury is punishable by imprisonment in the state prison for not less than 1 or more than 14 years. In addition the court may impose a fine of up to \$5,000.**

## PROVIDING PROOF OF RESIDENCE

After registrants complete the voter registration card, ***they must provide proof of residence.*** All documents used in providing proof of residence ***must be accompanied with a picture identification card.***

An individual may prove residence for purpose of registering by:

- (1) Showing a driver's license or Idaho identification card issued through the department of transportation; or

A current driver's license that has both photo and proof of address.

- (2) Showing any document which contains a valid address in the precinct together with a picture identification card; or

If the address on the driver's license is not current, the photo still works, but the address will need to be supplemented by another document. A utility

bill, bank deposit slip, credit card billing, etc. with name and current address will work.

In place of a driver's license photo a Costco Card, Sam's Club membership, etc. with name may be used for the photo requirement.

(3) Showing a current valid student identification card from a post-secondary educational institution in Idaho accompanied with a current student fee statement that contains the student's valid address in the precinct together with a picture identification card.

**Once proof of residence and picture identification have been provided, the registration clerk must stamp the registration card with official "residence verified" stamp. Place stamp on back or in the blank space in the center of the bottom of the front of the card. Do not cover any information on the card with the stamp.**

#### COMPLETE THE CARD

In the **FOR OFFICIAL USE ONLY BOX:**

- Write the Precinct Data field.
- Write your name in the Deputy Clerk field.
- Write the date in the Date Received field.

#### RETURN THE COMPLETED CARD TO THE ELECTOR

Give the completed card to the elector and direct the elector to the poll book sign in line.

#### Election Record Poll Book Clerk

Check the registration card for verification stamp. Do not enter a new registrant's name to poll book if there is not a verification stamp on the registration card. All voters must sign the Election Record Poll Book on the line next to his/her name before they may vote. *Add newly registered voters and their address to the poll book on one of the blank pages provided for this purpose at the back of the book. The election board clerk shall make a notation "Election Day Registration" in the remarks column.*

## **APPENDIX B**



## ELECTORS OATH

\_\_\_\_\_ **DISTRICT**

I do solemnly swear (or affirm) that I am a citizen of the United States, eighteen (18) years old, and have resided in this state and in this county for thirty (30) days prior to the election, I am a registered voter; and I have been a resident within the boundaries of the \_\_\_\_\_ for thirty (30) or more days next preceding the election.  
sub-district/zone

Signed: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Judge of Election

## **OATH OF CHALLENGED PERSON**

I do solemnly swear (or affirm) that I am a citizen of the United States, eighteen (18) years old, and have resided in this state and in this county for thirty (30) days prior to the election, and that I am duly registered as required by law.

Signed: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Judge of Election

EC-5 Approved Sec. State 1994

JUDGES' RECEIPT FOR BALLOTS & ELECTION SUPPLIES

Received from \_\_\_\_\_, Election Official  
of \_\_\_\_\_ District, Official ballots, and one official  
stamp and ink pad, and other supplies to be used in the \_\_\_\_\_  
Election to be held on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Judge of Election

EC-6 Approved Sec. State 1994

EC-6

# **INSTRUCTIONS TO ELECTOR**

## **HOW TO OBTAIN BALLOTS**

An elector desiring to vote must state his name and address to the judge or clerk in charge of the Election Record and Poll Book. Before receiving his ballot(s), each elector must sign his name in the Election Record and Poll Book following his name therein. No person shall knowingly sign his name in the Election Record and Poll Book if his residence address is not within that taxing district at the time of signing. The elector shall then be given the appropriate ballot(s) which have been stamped with the official election stamp and shall be given folding instructions for such ballot(s).

## **HOW TO MARK BALLOTS**

On receipt of his ballot(s) the elector must retire to a vacant voting booth and shall mark such ticket according to the instructions which appear on the ballot(s). (Vote for such candidates as you desire by placing an X in the small square at the right of the names, or by writing in the blank ticket the names of the persons you desire to vote for, and place an X in the square at the right of their name.)

The elector must then present himself to the clerk in charge of receipt and deposit of ballots and state his name and residence. The elector shall hand his ballot(s) to the election clerk who will deposit the ballot(s) into the ballot box, record the fact that the elector has voted in the Election Record and Poll Book and proclaim the same in an audible voice.

## **SPOILED BALLOTS**

No person shall take or remove any official ballot from the polling place. If an elector inadvertently or by mistake spoils a ballot, he must return it folded to the distributing clerk, who will give him another ballot. The ballot thus returned shall, without examination, be immediately canceled by the clerk by writing across the back, or outside of the ballot as folded, the words "spoiled ballot, another issued," and deposit the spoiled ballot in a box provided for that purpose.

## **ASSISTANCE TO VOTERS**

If any registered elector, who is unable by reason of physical disability or other handicap to record his vote by personally marking his ballot(s) and who desires to vote, then and in that case such elector may be assisted by either a person of his choice or by one (1) of the election clerks. Such clerk or selected person shall mark the ballot(s) in the manner directed by the elector and fold it properly and present it to the elector before leaving the voting compartment or area provided for such purpose. The elector shall then present it to the clerk of election in the manner provided.

## VOTER SEQUENCE NUMBER LIST

Precinct Number & Name							Index Section		
1	51	101	151	201	251	301	351	401	451
2	52	102	152	202	252	302	352	402	452
3	53	103	153	203	253	303	353	403	453
4	54	104	154	204	254	304	354	404	454
5	55	105	155	205	255	305	355	405	455
6	56	106	156	206	256	306	356	406	456
7	57	107	157	207	257	307	357	407	457
8	58	108	158	208	258	308	358	408	458
9	59	109	159	209	259	309	359	409	459
10	60	110	160	210	260	310	360	410	460
11	61	111	161	211	261	311	361	411	461
12	62	112	162	212	262	312	362	412	462
13	63	113	163	213	263	313	363	413	463
14	64	114	164	214	264	314	364	414	464
15	65	115	165	215	265	315	365	415	465
16	66	116	166	216	266	316	366	416	466
17	67	117	167	217	267	317	367	417	467
18	68	118	168	218	268	318	368	418	468
19	69	119	169	219	269	319	369	419	469
20	70	120	170	220	270	320	370	420	470
21	71	121	171	221	271	321	371	421	471
22	72	122	172	222	272	322	372	422	472
23	73	123	173	223	273	323	373	423	473
24	74	124	174	224	274	324	374	424	474
25	75	125	175	225	275	325	375	425	475
26	76	126	176	226	276	326	376	426	476
27	77	127	177	227	277	327	377	427	477
28	78	128	178	228	278	328	378	428	478
29	79	129	179	229	279	329	379	429	479
30	80	130	180	230	280	330	380	430	480
31	81	131	181	231	281	331	381	431	481
32	82	132	182	232	282	332	382	432	482
33	83	133	183	233	283	333	383	433	483
34	84	134	184	234	284	334	384	434	484
35	85	135	185	235	285	335	385	435	485
36	86	136	186	236	286	336	386	436	486
37	87	137	187	237	287	337	387	437	487
38	88	138	188	238	288	338	388	438	488
39	89	139	189	239	289	339	389	439	489
40	90	140	190	240	290	340	390	440	490
41	91	141	191	241	291	341	391	441	491
42	92	142	192	242	292	342	392	442	492
43	93	143	193	243	293	343	393	443	493
44	94	144	194	244	294	344	394	444	494
45	95	145	195	245	295	345	395	445	495
46	96	146	196	246	296	346	396	446	496
47	97	147	197	247	297	347	397	447	497
48	98	148	198	248	298	348	398	448	498
49	99	149	199	249	299	349	399	449	499
50	100	150	200	250	300	350	400	450	500

FROM: \_\_\_\_\_ (Absent Elector) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(front of return envelope)

Postage  
Required

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Absent Elector's Ballot(s)  
Form ECA-4 Approved by the Secretary of State, 1994  
The Caxton Printers, Ltd.

(back of return envelope)

Notice to Election Official — Pursuant to I.C. 34-1003, the following affidavit must be properly filled in as to the residence address by the Election Official prior to delivery to the applicant. The voted ballot contained in this envelope must be received by the issuing officer by 8 P.M. on the day of election in order that such ballot may be counted.

Upon receipt of an absent elector's ballot the Election Official shall write or stamp upon the envelope containing the same, the date and hour such envelope was received in the Election Official's office, and if the ballot was delivered in person, the name and address of the person delivering the same. The Election Official shall safely keep and preserve all absent elector's ballots unopened until the time prescribed for delivery to the election judges. Place ballots in carrier envelope for transmittal to the polls.

TO BE COMPLETED BY ELECTOR:

I do solemnly swear (or affirm) that I am a duly qualified and registered elector in \_\_\_\_\_  
that I have read and un ☐ \_\_\_\_\_ district. That my home address is \_\_\_\_\_

Signed \_\_\_\_\_  
Signature of Elector



# OFFICIAL RETURN

At an election held in \_\_\_\_\_, State of Idaho, on the \_\_\_\_\_ day  
of \_\_\_\_\_, the following named persons received the number of votes annexed  
to their names for the following offices, to-wit: \_\_\_\_\_

 NOTE - The number of votes must be expressed at full length (spelled out).

has	votes for
has	votes for
has	votes for
has	votes for
has	votes for
has	votes for

CERTIFIED BY US THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_

We hereby certify that the number of electors voting at this election amounts to \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

---

Attest:

\_\_\_\_\_  
Clerk acting as Distributing Clerk

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

} Judge or  
Clerks of  
Election

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

} Judge or  
Clerks of  
Election

*Please fill out the following:*

The Ballot Box for this precinct is in the possession of \_\_\_\_\_

The Key of the same is in the possession of \_\_\_\_\_

The Spoiled-Ballot Box is in the possession of \_\_\_\_\_

The Key of the same is in the possession of \_\_\_\_\_

The Booths are in the possession of \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Judge and Clerks



## **APPENDIX C**



**PROCEDURAL OUTLINE  
FOR  
ABSENTEE VOTING**



## **I. Authorization**

Registered electors are authorized to vote by absentee ballot under provisions contained in Chapter 10 of the Idaho Election Laws. If the elector is not registered, send Notice to Elector (*Appendix C, pg. 61*), mail a registration card and an absentee application (*Appendix C, pg. 62*).

## **II. Application for Absentee Ballot**

1. Dates for accepting.
  - a. Application for a mail-in absentee ballot must be filed with the election official no later than 5:00 p.m. on the sixth day before the election. In person absentee voting at the absent elector's polling place described in Sec. 34-1006, I.C., shall be received by the clerk not later than 5:00 p.m. on the day before the election. Section 34-1408, I.C. refers to the County Clerk receiving applications. An absentee application shall be deemed valid if received by either the County Clerk or the Clerk of the political subdivision.
  - b. Application by recently physically disabled (within 48 hours prior to the closing of the polls) electors to be accepted on day of election.
  - c. Application for an absentee ballot may be made by using a facsimile machine.
2. Contents. The application must contain the name of the elector, his home address, county and if necessary the address to which the ballot should be forwarded. (*Appendix C, pg. 62*) If the information on the application is not sufficient, send a request for additional information (*Appendix C, pg. 63*).
3. Signature requirement. Each application must be signed personally by the applicant.

## **III. Procedure Upon Receipt of Application**

1. Procedure when a written request is received. In the event a registered elector transmits a written request for an absentee ballot and the information contained in such request is sufficient to properly identify the elector and is timely, the election official should accept such request as a bona fide application and arrange for the applicant to vote by absent elector's ballot.
2. Record of. The election official is required to keep as a part of the records of his/her office a list of all applications received and of the manner and time of delivery or mailing to and receipt of return ballot. (*Appendix C, pg. 64*)
3. Issuance of Absentee Ballot.
  - a. Official election stamp. The election official should stamp each ballot on the back with the official election stamp prior to delivery of the absentee elector's ballot.
  - b. Delivery of ballot by mail. The election official shall deliver to the applicant by mail to the mailing address given in the application the following materials:
    1. Official absent elector's ballot.
    2. Elector Instruction Card. (*Appendix C, pg. 65*)
    3. Envelope for voted elector's ballot (*Appendix C, pg. 66*)

4. Elector's return envelope (affidavit which appears on reverse side of this envelope must be properly filled in as to residence address by the election official prior to mailing.) (*Appendix C, pg. 67*)

c. Delivery of ballot by an election official. If the applicant is in the county but who will be physically unable to vote at his designated polling place on the day of the election may be delivered a ballot personally by an election official. The election official shall forthwith notify the applicant by setting forth the time and place. The following forms should be delivered to the elector:

1. Official absent elector's ballot.
2. Envelope for voted elector's ballot.
3. Elector's instruction card.
4. Elector's return envelope.

*In the event an elector is physically unable to mark his own ballot he may receive assistance in marking such ballot from the officer delivering same or an available person of his own choosing. In the event the election officer is requested to render assistance in marking an absent elector's ballot, the officer shall ascertain the desires of the elector and shall vote the applicant's ballot accordingly. The voter requesting assistance should be advised of the foregoing alternatives.*

d. Delivery of ballot to elector in office. If the ballot is delivered to the elector in the office of the election official, the elector may mark it upon retiring to the absent elector's voting booth. The election official must provide an absent elector's voting place with voting booths and other necessary supplies as provided by law.

#### **IV. Voting Of Absent Elector's Ballot**

1. Marking and folding. Upon receipt of an absent elector's ballot the elector shall thereupon mark and fold the ballot so as to conceal the marking.
2. Disposition of voted ballots. Elector's voted ballot must be deposited in the envelope for voted elector's ballot envelope and sealed securely. The voted ballot envelope must then be deposited in the return envelope and sealed securely.
3. Affidavit. The elector must execute an affidavit on the back of return envelope. Such affidavit need not be notarized. (*Appendix C, pg. 67*)

#### **V. Return of Absentee Ballot**

1. Deadline for return. Absent elector's return envelope must be received by the issuing officer by 8:00 p.m. on the day of election before such ballot may be counted.
2. Election Official's duties upon receipt. Upon receipt of an absent elector's ballot the election official shall verify authenticity of the affidavit and shall write or stamp upon the envelope containing

the same, the date and hour such envelope was received in his office. The election official must keep and preserve all absent elector's ballots unopened until the time prescribed for delivery to the appropriate election judges.

3. Late ballots (disposition of). Late absent elector's ballots, together with rejected absent elector's ballots returned by the judges of election (in envelope with rejected ballots) must remain in the sealed identification envelopes and handled in the manner provided for other spoiled ballots.

## **VI. Transmission of Absentee Ballots to Polls**

Carrier Envelope. On receipt of absent elector's ballots, the office receiving them must enclose the ballots unopened in a carrier envelope. Such ballots must be kept until delivery of the official ballots to the election board. Absent elector's ballots shall be delivered to the election board and recorded in the official poll book that the elector has voted.



Dear Elector:

Pursuant to Idaho Code 34-1003, I am required to notify you that your name does not appear on the official register of electors as required by law.

In order to provide the best possible service to you in promoting the voting franchise, I enclose forms ER-1 and EA-4. Please complete these forms and return to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Upon receipt of your registration card and application for Absent Elector's Ballot in proper form, your ballot may then be forwarded to you by return mail.

\_\_\_\_\_  
(Election Official)

Form ECA-7 Approved by the Secretary of State  
The Caxton Printers, Ltd.

# APPLICATION FOR ABSENT ELECTOR'S BALLOT

State of Idaho

S.S.

County of \_\_\_\_\_

Date: \_\_\_\_\_, \_\_\_\_\_

I, \_\_\_\_\_, hereby make application for an absent elector's ballot or ballots to be voted at the election held on

☐ 1st Tuesday in February  
(Check election this application is to be used)

☐ 4th Tuesday in May / Primary Election

☐ 1st Tuesday in August

☐ Tuesday following 1st Monday in November / General Election

☐ Special Emergency Election to be held on \_\_\_\_\_, \_\_\_\_\_.

My home address is: \_\_\_\_\_ in \_\_\_\_\_ (City), \_\_\_\_\_ (House Number and Street), \_\_\_\_\_

and I am duly registered in \_\_\_\_\_ election precinct, \_\_\_\_\_ County, Idaho. (Name and Number)

Please mail ballot(s) to me at the following address:

\_\_\_\_\_  
(Elector)

\_\_\_\_\_  
(Mailing Address)

\_\_\_\_\_  
(City, State and Zip Code)

E/A-4 Approved by the Secretary of State, 1995  
The Caxton Printers, Ltd.

Dear Registered Elector:

Pursuant to Idaho Code 34-1002, we cannot forward to you an Absent Elector's Ballot until you furnish and verify additional information. Please complete the enclosed application form, personally affix your signature and return to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Upon receipt of your application for Absent Elector's Ballot in proper form, your ballot may then be forwarded to you by return mail.

\_\_\_\_\_  
(Election Official)

Form ECA-6 Approved by the Secretary of State  
The Caxton Printers, Ltd.

[illegible]

# INSTRUCTIONS TO ELECTOR

## How To Vote The Ballot

Your absentee ballot package consists of:

- (1) A single ballot.
- (2) Secrecy Voted Ballot envelope.
- (3) A self-addressed return envelope.

---

**BEFORE YOU VOTE BE SURE TO READ THE INSTRUCTIONS  
WHICH APPEAR ON YOUR BALLOT(S)**

---

After marking your ballot, fold to conceal and place in the secrecy Voted Ballot envelope provided.

**Insert the secrecy Voted Ballot envelope into the return envelope, seal and personally sign the affidavit on the back.**

Deliver or mail return envelope to the issuing officer. Voted ballot must be received by the issuing officer by 8:00 p.m. on election day in order that such ballot may be counted.

Please return your absent elector's ballot promptly to assist your election officials.

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(envelope used to mail absentee ballot to elector)

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**This envelope contains Official Absent Elector’s Ballot(s),  
Elector’s Instruction Card, and Elector’s Return Envelope.**

Form ECA-2 Approved by the Secretary of State, 1994  
The Caxton Printers, Ltd.

Notice to Elector:

Deposit VOTED BALLOT IN THIS ENVELOPE AND SEAL. Place this envelope in Return Envelope to be returned to Election Official

VOTED BALLOT

Notice to Judges of Election:

This envelope is to be deposited in the ballot box for **Voted Ballots**.

Form ECA-5 Approved by the Secretary of State, 1994  
The Caxton Printers, Ltd.

(front of return envelope)

FROM: \_\_\_\_\_  
(Absent Elector)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Absent Elector's Ballot(s)  
Form ECA-4 Approved by the Secretary of State, 1994  
The Caxton Printers, Ltd.

(back of return envelope)

Notice to Election Official — Pursuant to I.C. 34-1003, the following affidavit must be properly filled in as to the residence address by the Election Official prior to delivery to the applicant. The voted ballot contained in this envelope must be received by the issuing officer by 8 P.M. on the day of election in order that such ballot may be counted.

Upon receipt of an absent elector's ballot the Election Official shall write or stamp upon the envelope containing the same, the date and hour such envelope was received in the Election Official's office, and if the ballot was delivered in person, the name and address of the person delivering the same. The Election Official shall safely keep and preserve all absent elector's ballots unopened until the time prescribed for delivery to the election judges. Place ballots in carrier envelope for transmittal to the polls.

TO BE COMPLETED BY ELECTOR:

I do solemnly swear (or affirm) that I am a duly qualified and registered elector in \_\_\_\_\_  
district. That my home address is \_\_\_\_\_  
that I have read and un ☐

Signed \_\_\_\_\_  
Signature of Elector